

**Pharmaceutical Management Branch  
Cancer Therapy Evaluation Program, DCTD, NCI**

**Policy and Guidelines for  
INVESTIGATIONAL AGENT ORDERING**

**Policy:**

Registered investigators or their authorized designees may order investigational agents from the Pharmaceutical Management Branch (PMB), CTEP for Division of Cancer Treatment and Diagnosis (DCTD), NCI sponsored clinical trials by fax. Telephone orders will only be accepted in a medical emergency.

**The FAX number for Clinical Drug Requests is 301-480-4612**

- **Routine Orders:** Normal PMB processing time is two (2) working days. Orders are shipped by priority mail. Agents having special storage or shipping requirements (e.g. thermolabile agents that require refrigeration, frozen, or -20 or -70 degree C storage conditions) are shipped Monday through Thursday for next day delivery.
- **Urgent Orders:** PMB provides next day delivery to registered investigators to meet "emergency" or urgent needs. **Requests for next day delivery must be received at PMB by 2:00 p.m., Eastern time.** The requirement for next day delivery must be stated on the order and an express courier account number provided. Please confirm by telephone that PMB received orders requesting next day delivery.

**Guidelines:**

- When a number of investigators are participating on a clinical study at the same institution, one investigator should be considered or designated the principal or lead investigator under whom all investigational agents for that protocol should be ordered.
- Clinical Drug Requests (CDRs) **must be filled out completely and accurately.** Orders must be typed and all procedures on the CDR form must be followed. A return/reply telephone or fax number of the designee/investigator must be included on the order form. Incomplete, illegible, or inaccurate CDRs will be denied and faxed back to the sender for corrections and/or clarifications. Orders must use the NCI protocol numbers only. Use of local protocol numbers will cause delay or denial. Limit agent requests to an eight week supply.
- CDRs **must be signed** by the investigator or his/her authorized designee.
- Orders will only be shipped to the investigator's designated shipping address. All changes to the investigator's shipping address must be in writing and signed by the investigator/designee.

*Questions or comments regarding investigational agent ordering should be addressed to the Pharmaceutical Management Branch by telephone (301-496-5725) or fax (301-402-0429).*